

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR0528111**  
POSITION NO: 234913  
CLASS CODE: 1252

Date Posted: **08/26/13**  
Closing Date: **09/09/13**

POSITION TITLE: Programs and Projects Specialist  
DEPARTMENT NAME: Water Management Branch/Department of Water Resources  
DEPARTMENT NO: 52 WORKSITE LOCATION: Ft. Defiance, AZ  
WORKS DAYS/HOURS: Mon. - Fri. POSITION TYPE: Permanent: ☒ GRADE: R63A  
8am-5pm Temporary: ☐ SALARY: \$ 34,944.00 Per Annum  
Part-Time: ☐ Duration: No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists in the development of budget proposals; performs a variety of administrative functions including drafting of budget guidelines and justifications, monitoring expenditures and approvals, maintains budget records of grants received, reviews contract issues and plans, prepares reports, correspondence and presentations related to project or program activities; evaluates and issues reports on progress; prepares analysis or program activities and results. Identifies funding sources and requirements; coordinates schedules, develops and evaluates contract and grants information; prepares grant reports; assist with related training to program or project staff.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Public or Business Administration or in a closely related field; and

**Experience:**

four (4) years of program related administrative experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Knowledge of modern principles and practices of public administration, procedures and practices; familiar with Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities. Knowledge of budget/reporting systems, program analysis and performance measures. Skilled in preparing and analyzing program operating systems, procedures, controls, budgets and forecasts; skilled in oral and written communication, collection, analysis and evaluation of information.

**License/Certification Requirements:**

Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's permit within 90 days of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*